

**GROTON PUBLIC LIBRARY
LIBRARY BOARD MEETING**

Wednesday, February 15, 2017

Groton Public Library

7:00 p.m., Director's Office

- I. Call to order
- II. Roll call
- III. Public Comments
- IV. Communications
- V. Approval of minutes of the January 18, 2017 Library Board meeting.
- VI. Review of January statistics
- VII. Director's Report
 - A. Library Activities
 - i. Library Director activities:
 - o Met with new purchasing agent to discuss changes in credit card usage.
 - o Presented FY2018 budget to Town Manager.
 - o Met with consultant handling the recruitment of new town manager.
 - o Continue to meet with Senior Center staff and group working on securing funding for a digital sign for the Library and Senior Center.
 - ii. The Library received the 1705 document recently purchased with special funding from the Town Council. The document has been taken to the Northeast Document Conservation Center (NEDCC) where it will be evaluated, repaired if necessary and a high-resolution image made for framing. Due to concerns about long-term damage from artificial lights, archival storage will be designed for the original.
 - iii. Two additional important documents were donated to the Library relating to the lease of Bluff Point properties by Governor John Winthrop to Thomas Mumford. The documents are dated 1726 and 1750 and are signed by the above and by Joshua Hempstead. These documents are also being evaluated by NEDCC.
 - iv. Hosted the quarterly meeting of library directors from SECT to discuss areas of mutual concern including the effects of upcoming state budget cuts on public libraries.
 - v. An all-staff meeting was held on January 19. Staff viewed a webinar from the American Library Association, How to Respond to a Security Incident in Your Library, followed by a

discussion about security and other relevant topics.

- vi. The Library is an official Passport Acceptance Agency and began taking appointments on February 1.
- vii. The Library's technical services department spent a considerable amount of time in January working with our online catalog provider, SIRSI, and Waterford Public Library staff to prepare for an upgrade to the public catalog which was unveiled on February 1.
- viii. Renovation Project
 - o The construction is nearing completion. Wiring, data drops and flooring are nearly done. Doors for the local history room and tech lab have not yet arrived. The digital wallpaper has been ordered.
 - o A furniture list is being compiled and the bid will be prepared. Pfizer-donated furniture has been incorporated whenever possible.
 - o New media book drop has been delivered and is awaiting installation.

VIII. New Business

IX. Old Business

- A. Discussion and final approval of policies and fees for the local history room.
- B. Approval of minor changes to Library inclement weather closing policy.
- C. Plans for March 22 celebration for grand opening of newly renovated areas.

X. Adjournment